Central Intelligence Agency
Approved for Release: 2018/03/26 C05496169

Washington, D.C. 20505

[redacted]

26 January 2001

(b)(3)

Dr. Michael J. Kurtz
Assistant Archivist for Records
Services - Washington, D.C.
National Archives and Records Administration
8601 Adelphi Road
College Park, Maryland 20740-6001

Dear Dr. Kurtz:

The Central Intelligence Agency (CIA) appreciates the careful examination by officers of the National Archives and Records Administration (NARA) of our action plan to satisfy the recommendations contained in the 2000 NARA Evaluation of CIA Recordkeeping Practices. Your recognition of the progress this Agency already has made and the steps we have identified to improve our recordkeeping practices is most encouraging.

We were especially pleased that you concurred with the actions we proposed with respect to 30 of the 36 recommendations contained in your report. The remaining six are addressed below:

- Recommendation III/1: NARA requested that CIA provide NARA with the full text versions of its current schedules. [redacted]

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- Recommendation III/5b: NARA requested a revised Records Control Schedule item covering working files and sent us a draft revision. We are reviewing the NARA draft and our staffs will work closely together to craft the final language.

- Recommendations III/8, III/9 and VI/4a: NARA requested that certain permanent records be transferred to NARA sooner than the 50 years specified in the 1988 Memorandum of Agreement between the CIA and NARA. We are currently reviewing for declassification, under Executive Order 12958, permanent records that are 25 years

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old. In the process of this review, we will identify all collections that can be transferred to NARA in less than 50 years.

- Recommendation VI/4b: NARA requested the immediate transfer of all Office of Strategic Services records. With two minor exceptions, that we are willing to discuss, this has been done.

Your letter also raises questions concerning the completion of actions for Recommendations II/6, IV/2, IV2a, IV2b, and IV2c. We would be pleased to meet with your Agency liaison officer to confirm our completion of these items and to demonstrate any of the systems mentioned below. More specifically:

- Recommendation II/6: NARA requested that all new accessions retired to the ARC be scheduled properly and preserved accordingly. This is being done.

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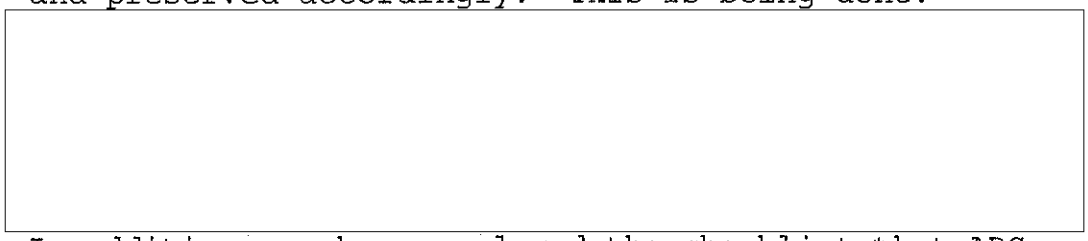

In addition, we have enclosed the checklist that ARC personnel use to validate shelf list, records control schedule item, and preservation requirements for new accessions to our records center.

- Recommendation IV/2a: NARA requested that the Agency's Proactive Electronic Records Management System (PERM) give users the ability to designate e-mail as record or non-record. PERM does and we would be pleased to have your staff review this capability.

- Recommendation IV/2b: NARA requested that the Agency's Space Management and Retirement Tracking System (SMART) have the capability to retrieve special media records at the ARC.

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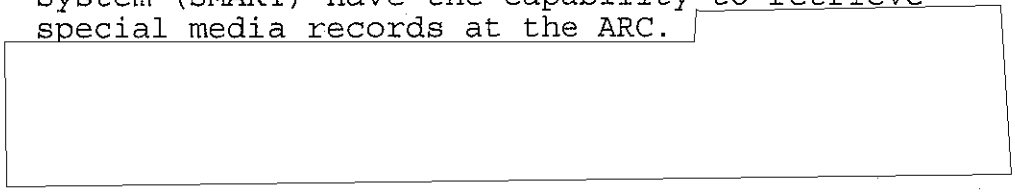

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- Recommendation IV/2c: NARA requested that the Agency's Management of Officially Released Information database (MORI) include all documents in series. We do not understand this recommendation. MORI contains a record of documents we have released in response to special search requests, FOIA and Privacy Act requests, and other similar requests. Not all documents in a given file series are responsive to these requests and only those documents which are responsive to a particular request are put into the MORI database.

Your letter also states that our response to Recommendation II/1 is incomplete, particularly in explaining how high level officials, including the Deputy Directors are made aware of recordkeeping requirements. We have written (enclosed) and will shortly distribute to all Agency employees, with a separate copy to each of our senior managers, a reminder about their records management responsibilities to include the requirement that the records they originate or receive are filed in an approved recordkeeping system and their duties upon leaving a position or government service.

We look forward to meeting with NARA representatives on all of the recommendations and hope we will be able to obtain your approval of our proposed actions with respect to the six remaining recommendations. In addition, we will submit an updated Recommendation and Milestones Matrix to NARA at the end of February 2001. If you have questions, please contact (b)(3) Chief of the Records and Classification Management Group, or me. can be reached on my number is (b)(3) (b)(3) (b)(3) (b)(3)

Sincerely,

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Director of Information Management

Enclosures:
1. New Permanent Retirement Job Quality Control/Preservation Checklist
2. Article to be sent to all employees

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ENCLOSURE 1

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New Permanent Retirement Job
Quality Control/Preservation Checklist

Date_____

Retirement Job Number_____

Number of Cubic Feet_____

Containers within 35 lb. limit? Y/N

Shelf list agreement with boxes submitted? Y/N

Acid-free boxes? Y/N

Service by box? Y/N

If service by box only, has IMO certified preservation? Y/N

Service by folder? Y/N

Folders numbered in sequential order in all boxes? Y/N

Record Preservation (Service by folder jobs only)

Acid-free folders in all boxes? Y/N

Removal of paper clips, metal fasteners, plastic bindings, and rubber bands? Y/N

Photos/newspaper clippings in polyester sleeves? Y/N

Thermofax and mimeograph documents replaced with photo copy? Y/N

Only acid free spacers in containers? Y/N

Is magnetic or film media in plastic or non-corrosive metal containers? Y/N

Reviewed by _____

Time for Review:_____hours_____minutes

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ENCLOSURE 2

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Records Responsibilities of Employees and Managers

The National Archives and Records Administration requires us to periodically remind employees, particularly during a change in Administration, of certain records management responsibilities.

- Each employee, regardless of rank or position, has an official responsibility to create and maintain the records, electronic and non electronic, needed to document the activities of the component to which he or she is assigned.
    - These records would include cables, memoranda, e-mail, meeting minutes, instant messaging, audio and video recordings, and speeches.
- Prior to leaving the Agency, employees should ensure that the records they have received or created are in an approved recordkeeping system.
    - Duplicate copies that employees have maintained in their offices for reference purposes should be destroyed.
- Employees leaving the Agency are reminded that no official materials, including copies, whether or not classified, are to be removed from Agency facilities without authorization.
    - An employee may take information of a purely personal nature not associated with official Agency activities when departing CIA and public service.

If you have any questions regarding the retention of federal records, please consult with your Directorate[1] or component Information Management Officer or [redacted] Chief Records and Classification Management Group, Office of Information Management [redacted]

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